

~~CONFIDENTIAL~~

## Report for Week Ending 31 July 1957

from  
FORMS MANAGEMENT BRANCH1. Contributions:a. Tangible

- (1) Completed 38 actions requiring the printing of 201,525 copies or sets of blank forms. This represents an increase of 5 actions with an increase of 7925 copies compared to last week.
- (2) Fifteen new and 4 revised forms were approved. Six forms were made obsolete.
- (3) As result of routine inquiry in the Office of Communication, forestalled request for printing 300 copies of Form No. 352, "Snerli Analysis Sheet."
- (4) Working with the Office of Basic Intelligence in the development of Form No. 1287 "Page Proof Check Sheet" we were able to save 30% on paper requirements by reducing the form to a standard size.

b. Intangible

- (1) Completed rewrite of specifications on Form 1a, Information Report (Dual Master) and forwarded to PD/OL for procurement of 15,000 sets.
- (2) Reviewed Forms listed in the Headquarters and the Field Supply Catalogs as to scope of usage and other factors affecting all stocked forms. Advised [redacted], CI Identification and Cataloging Branch/SD/OL concerning:

25X1

- a. Obsolete Forms
- b. Non-stocked Forms
- c. Missing Forms

d. Domestic and Overseas Field Forms erroneously listed in the wrong sections of the Catalogs (Example: 108 H/O Forms were included in the unclassified Field Catalog; 37 O/S Forms were mistakenly included in the Headquarters Catalog.)

I also registered several strong official protests over OL's failure to coordinate these catalogs with FMB, OS and DD/P before publication; the numerous errors, particularly in the O/S Field Catalog; and especially their failure to classify pages 37-51 of the O/S Catalog SECRET. Immediate withdrawal of pages 37-51 of the O/S Catalog from all recipients, correction and coordination with FMB, OS and DD/P prior to republication as a SECRET document was strongly urged. These recommendations are now being considered by Supply Division and the Security Staff of Logistics.

~~CONFIDENTIAL~~

CONFIDENTIAL

- (3) Compared our forms index with the machine listing kept by Stock Control to verify and amend any discrepancies and omissions in the extent of use of each form (i.e., Headquarters Only, Domestic Field and Overseas).

2. Assignments  
a. Active

- (1) Forms Management Handbook, including numerical, alphabetical and Functional indexes. Completed draft of Chapter I, Establishment and Operation of the Forms Management Program, Chapter VI, Forms Indexes, Foreward, Table of Contents and Cover. Chapters II, III, IV and V will be written and published at a later date. Draft of the Handbook is being informally reviewed now by [redacted] RCS.

25X1

- (2) Three Employee Suggestions.

- (3) Fourteen new and seven revised forms.

3. News

25X1

- (1) Briefed [redacted] FE prior to his departure on an overseas assignment.

- (2) Attended the monthly AHIP meeting.

25X1

- (3) [redacted] physical locations were shifted. [redacted] will take over

25X1

25X1

[redacted] duties in connection with reprint review, files maintenance, reference services, etc. [redacted] now moves into the field of new and revised Forms Analysis and Design. She will also be responsible for the Management Staff Budget.

25X1

25X1

CONFIDENTIAL

~~CONFIDENTIAL~~

Report for Week Ending 31 July 1957  
from  
PROJECTS STAFF

1. Contributions

25X1 Briefed [ ] on the overall records management program. Filing systems, document control, and correspondence management were particularly emphasized. The briefing appeared to be well worthwhile.

2. Assignments - (Active)

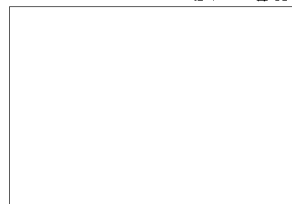
a. Casualty Affairs Branch Filing System and Records Retirement Project - Conversion of the files to the subject numeric system is 90% completed. CAB personnel are screening 1956 and older material to determine which should be brought forward to the 1957 files. One cubic foot of records has been retired to the Center; 1½ feet have been destroyed.

25X1 [ ]

b. Requisition Review - Reviewed and approved five requisitions for 16 pieces of filing equipment and 600 Classifile Folders. Five pieces were 5-drawer cabinets to replace 4-drawer cabinets in the Records Control Branch, Office of Communications. Only one piece of the 16 pieces requested was a safe cabinet. [ ] 25X1

c. "So You Have A Space Problem" - All photographic work has been received. Arranged to have the booklet reviewed by [ ] for security clearance. Submission of the booklet to Visual Aids will follow. [ ] 25X1

d. Reports Management - Completed a redraft of the proposed reports management regulation and 25% of the redraft of the handbook. Reviewed a request from the Office of the Comptroller to delete three reports from the control system. Recommended that they be retained so that there will be a record of them for future reappraisals.



25X1

CONFIDENTIAL

Report for Week Ending 31 July 1957  
from  
RECORDS DISPOSITION BRANCH

1. Contributions:

- a. A follow-up was made on the operation of the Subject File recently installed in the Machine Division/OCR. The new secretary was orientated on the procedure for properly maintaining the System. A follow-up will be made at a later date.
- b. Arrangements have been made for the acquisition of card files which relate to a previous transfer of material from SEC. The cards are expected within the week and will be used by the Contact Division, OO.

2. Assignments: (Active)

a. Project 6-95 - Office of Personnel

25X1

Review has been completed in the Personnel Procurement Division and the revised schedules is being prepared. This Division has accepted the proposal of installation of the Subject Numeric Filing System in the Office of the Chief. Installation is scheduled to begin in approximately 35-40 days.

25X1

The Subject File installed in the Casualty Affairs Branch of BCD by  has been received very favorably.  is now engaged in processing for retirement some of the old material held by the Branch. The Chief BCD has been approached concerning the installation of such a file for his material.

25X1

Project is continuing and is 35% complete.

25X1

b. Project 8-7 Sovmat Staff

An audit of the Records Management Program was conducted and the Records Control Schedule revised accordingly. The schedule is being prepared for coordination with the Staff. The review revealed that the Staff has made some progress since the initial application of the records control schedule. However, there appears to be some areas where more active participation is desirable. Project is 50% complete.

c. Project 8-8 Office of National Estimates

25X1

A review of the Records Management Program was begun in ONE. An audit of the records of the Support Staff was completed. Through application of the records control schedule this Staff was able to eliminate its backlog, reduce records holdings approximately 50% and are now maintaining records on a current basis. Project is 10% complete.

CONFIDENTIAL

3. Assignments: (Inactive)

a. Project 6-81 - Office of Logistics [redacted]

25X1

b. Project 6-90 - Commercial Staff [redacted]

25X1

25X1

c. Project 6-101 - RI/DDP [redacted]

4. News:

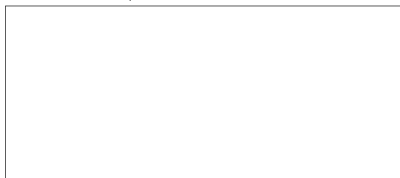
a. A progress report on the status of the Records Management Program Review, OP, has been prepared for [redacted] Chief, Records and Services Division. This report is being typed in the Office of Personnel and will be coordinated here prior to its submission.

25X1

b. Another reporting system is being discontinued in the Office of Personnel. The quarterly reports received by the Office of the DD/Pers/PD from the Career Service Boards has reportedly been discontinued as of its last quarter ending 30 June 1957.

c. A new documents locator system will be instituted by RI/DDP on 1 August 1957. The system consists of Locator Cards which are furnished to designated locator points. Locator Cards have Locator points punched in a 5 unit code and are pre addressed to RI/DDP. As documents are charged out of RI a ticket containing 5 or 10 stubs is attached. These stubs are pre numbered. When the document is received by the requesting office, stub number 1 is torn off, attached to a pre addressed Locator Card, and placed in the mail for return to RI. If a document is then sent to a second Locator Point, the second office tears off stub two (2) and attaches this to a Locator Card and returns it to RI.

25X1



CONFIDENTIAL